GRADE-LEVEL ASSESSMENTS

Training #1: Basic Overview

2015-2016

Missouri Department
of Elementary and Secondary Education

Training Participants

- District Test Coordinators (DTC)
- School Test Coordinators (STC)
- District and School Technology Coordinators
- Test Examiners
  - Classroom teachers
  - Special education teachers
  - Translators
  - Proctors
  - Other district personnel who help with test administration

Additional Grade-Level Trainings

- Grade-Level Trainings are also available for:
  - Universal Tools & Accommodations
  - Blueprints & Timing Guidelines
  - Who is Tested
  - A Step-by-Step Process
  - Using eDIRECT
  - Alternative Testing Formats
  - Tutorials & Online Tools Training (OTT)
  - Test Tickets
  - Test Day Materials
  - Possible Testing Issues
  - After Testing

Accessing the Trainings

- DESE Assessment website under Grade-Level Manuals/Training
  - http://dese.mo.gov/college-career-readiness/assessment/grade-level
    - Manuals/Training Tab
- DRC's eDIRECT website
  - https://mo.drcedirect.com
    - General Information
      - Documents

Grade-Level & Content Tested

- All Missouri students in grades 3-8
  - English Language Arts (ELA) & Math for grades 3 **through** 8
  - Science for 5 **and** 8
  - Students must complete the Grade-Level Assessments in the required content.

Calendar of Important Dates

Date	Task
Due 1/29/16	Pre-Code Wave 1
Through 2/5/16	Provide Science Assessment Test Windows
Through 2/5/16	Order Large Print/Braille
2/9/16 – 2/26/16	Statewide Readiness Test (SRT)
2/29/16	Test Setup can begin
Due 3/11/16	Pre-Code Wave 2
Due 3/18/16	Pre-Code Wave 3
4/4/16 to 5/27/16	Testing Window
5/31/16	Deadline to schedule pickup

Costs for Grade-Level Assessments

Grade	Cost
3	$1.80
4	$1.80
5	$1.80
6	$1.80
7	$1.80
8	$1.80

Reminders

- Resources to consult:
  - Your District Testing Coordinator (DTC)
  - 2015-2016 LEA Guide to the Missouri Assessment Program
  - DESE Grade-Level Website
    - http://dese.mo.gov/college-career-readiness/assessment/grade-level
  - Test Coordinator's Manual
  - Test Examiner's Manual

Contact Us

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(573) 751-3545

assessment@dese.mo.gov

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GRADE-LEVEL ASSESSMENTS

Training #2: Universal Tools & Accommodations

2015-2016

Missouri Department
of Elementary and Secondary Education

Universal Tools & Accommodations

- What we previously knew as accommodations has been split into two categories:
  - Universal Tools
  - Accommodations

Universal Tools

- Universal Tools
  - Available to all students taking Grade-Level assessments, unless otherwise noted
  - Some tools are only for use by English Language Learner (ELL) students (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS)
  - Some tools need to be marked in eDIRECT prior to the assessment. Please read the description to determine if the tool must be marked in eDIRECT, under student accommodations.

Universal Tools

Tool	Description	Code
Bilingual Dictionary	**ELL students** may have access to a physical Bilingual Dictionary for use **ONLY** on the Writing Prompt in grades 5 and 8. If the Bilingual Dictionary is electronic, it may not connect to the internet. This tool must be chosen in the eDIRECT system under student accommodations prior to testing.	S431
Break (Pause)	All students may take breaks of up to 20 minutes as needed. There is no limit to how many times a student may use this during an assessment. The INSIGHT platform allows all students to pause the online assessment for up to 20 minutes. If the test is paused for more than 20 minutes, the student will have to log back in. If the need arises to move a student from one computer to another, pause the test and choose the exit button. The test will remain incomplete until the student logs back in and completes the test.	N/A
Color Contrast – Paper	All students taking the paper/pencil assessment may have the test printed in different colors based on student needs or preferences. This tool must be chosen in the eDIRECT system under student accommodations prior to testing.	S102

Accommodations

- Accommodations
  - Must appear in an IEP or 504 plan
  - Some accommodations are only for use by English Language Learner (ELL) students (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS) with an IEP/504
  - All accommodations need to be marked in eDIRECT prior to the assessment

- New accommodation procedures allow for greater flexibility in providing accessibility for all students

Grade-Level Read Aloud

- Read Aloud of all directions and items in any subject, except ELA reading passages, is now available as a universal tool
  - Text-To-Speech
  - Human Reader
  - Assistive Technology
  - Native Language
- Read aloud of an ELA reading passage requires an IEP or 504

Grade-Level Read Aloud cont.

- Decision to read aloud should be made by educators who work with the student on a regular basis
- DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom
- Read Aloud of ELA Listening items will require the download of a script. See the Test Coordinator's Manual for more details.

Read Aloud – Blind Students

- Blind students who do not yet possess adequate Braille skills, may have all portions of all assessments read aloud.
- There is no invalidation for reading ELA reading passages for these students, regardless of grade level
- Those students should have that accommodation in their IEP and will choose the following tools/accommodations:
  - Either S041 (Read Aloud Text-To-Speech) or S043 (Read Aloud Human Reader) or S042 (Read Aloud Assistive Technology)
  - A046 (Read Aloud – ELA Reading Passages – Blind Students)

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GRADE-LEVEL ASSESSMENTS

Training #3: Blueprints & Timing Guidelines

2015-2016

Missouri Department
of Elementary and Secondary Education

Blueprints – ELA – Grade 3

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 3

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	8-27%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	8-27%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	14-18	27-35%
3. Research	3—Research to build and present knowledge	8	15%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	15%
Total		**52**	**100%**

Blueprints – ELA – Grade 4

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 4

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	8-27%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	8-27%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	14-18	27-35%
3. Research	3—Research to build and present knowledge	8	15%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	15%
Total		**52**	**100%**

Blueprints – ELA – Grade 5

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 5

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	6-23%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-14	6-23%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	24-28	39-45%
3. Research	3—Research to build and present knowledge	8	13%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	13%
Total		**62**	**100%**

Blueprints – ELA – Grade 6

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 6

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-10	8-19%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	5-16	16-31%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	14-18	27-35%
3. Research	3—Research to build and present knowledge	8	15%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	15%
Total		**52**	**100%**

Blueprints – ELA – Grade 7

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 7

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-10	8-19%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	5-16	16-31%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	14-18	27-35%
3. Research	3—Research to build and present knowledge	8	15%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	15%
Total		**52**	**100%**

Blueprints – ELA – Grade 8

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 8

Strand	Content Category And Focus	Points	Range Of Emphasis
1. Reading	1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	4-10	6-16%
	1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas)	5-16	8-29%
2. Writing	2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution)	24-28	39-45%
3. Research	3—Research to build and present knowledge	8	13%
4. Speaking And Listening	4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration)	8	13%
Total		**62**	**100%**

Blueprints – Math – Grade 3

Blueprint for MATHEMATICS – GRADE 3

Domain	Points	Range Of Emphasis
Operations And Algebraic Thinking	13-17	31-40%
Numbers And Operations In Base Ten	5-7	12-17%
Numbers And Operations – Fractions	6-8	14-19%
Measurement And Data	8-12	19-29%
Geometry	3-5	7-12%
Total	**42**	**100%**

Blueprints – Math – Grade 4

Blueprint for MATHEMATICS – GRADE 4

Domain	Points	Range Of Emphasis
Operations And Algebraic Thinking	8-12	19-29%
Numbers And Operations In Base Ten	7-9	17-21%
Numbers And Operations – Fractions	10-14	24-33%
Measurement And Data	7-9	17-21%
Geometry	3-5	7-12%
Total	**42**	**100%**

Blueprints – Math – Grade 5

Blueprint for MATHEMATICS – GRADE 5

Domain	Points	Range Of Emphasis
Operations And Algebraic Thinking	5-7	12-17%
Numbers And Operations In Base Ten	7-9	17-21%
Numbers And Operations – Fractions	14-18	33-43%
Measurement And Data	6-8	14-19%
Geometry	4-6	10-14%
Total	**42**	**100%**

Blueprints – Math – Grade 6

Blueprint for MATHEMATICS – GRADE 6

Domain	Points	Range Of Emphasis
Ratios And Proportional Relationships	5-7	11-15%
The Number System	11-15	24-33%
Expressions And Equations	13-17	28-37%
Geometry	5-7	11-15%
Statistics And Probability	5-7	11-15%
Total	**46**	**100%**

Blueprints – Math – Grade 7

Blueprint for MATHEMATICS – GRADE 7

Domain	Points	Range Of Emphasis
Ratios And Proportional Relationships	8-12	17-26%
The Number System	7-9	15-20%
Expressions And Equations	11-15	24-33%
Geometry	6-8	13-17%
Statistics And Probability	7-9	15-20%
Total	**46**	**100%**

Blueprints – Math – Grade 8

Blueprint for MATHEMATICS – GRADE 8

Domain	Points	Range Of Emphasis
The Number System	3-5	7-11%
Expressions And Equations	13-17	28-37%
Functions	8-12	17-26%
Geometry	9-13	20-28%
Statistics And Probability	5-7	11-15%
Total	**46**	**100%**

Blueprints – Science – Grade 5

Blueprint for SCIENCE – GRADE 5

Content Strand	Points	Range Of Emphasis
1. ME: Properties And Principles Of Matter And Energy	7-8	12-13%
2. FM: Properties And Principles Of Force And Motion	5-6	8-10%
3. LO: Characteristics And Interactions Of Living Organisms	5-6	8-10%
4. EC: Changes In Ecosystems And Interactions Of Organisms With Their Environments	5-7	8-12%
5. ES: Processes And Interactions Of The Earth's Systems	7-10	12-17%
6. UN: Composition And Structure Of The Universe And The Motions Of The Objects Within It	6-7	10-12%
7. IN: Process Of Scientific Inquiry	14-17	23-28%
8. ST: Impact Of Science, Technology, And Human Activity	5-6	8-10%
Total	**60**	**100%**

Blueprints – Science – Grade 8

Blueprint for SCIENCE – GRADE 8

Content Strand	Points	Range Of Emphasis
1. ME: Properties And Principles Of Matter And Energy	7-8	12-13%
2. FM: Properties And Principles Of Force And Motion	5-6	8-10%
3. LO: Characteristics And Interactions Of Living Organisms	5-6	8-10%
4. EC: Changes In Ecosystems And Interactions Of Organisms With Their Environments	5-7	8-12%
5. ES: Processes And Interactions Of The Earth's Systems	7-10	12-17%
6. UN: Composition And Structure Of The Universe And The Motions Of The Objects Within It	6-7	10-12%
7. IN: Process Of Scientific Inquiry	14-17	23-28%
8. ST: Impact Of Science, Technology, And Human Activity	5-6	8-10%
Total	**60**	**100%**

Timing Guidelines - ELA

Content	Grades	Session	Estimated Time
English Language Arts (ELA)	3, 4, 6, 7	1	45 – 80 Minutes
		2	30 – 50 Minutes
		3	15 – 25 Minutes
	5, 8	1	45 – 80 Minutes
		2	25 – 45 Minutes
		3	15 – 25 Minutes
		4	60 – 90 Minutes

Timing Guidelines – Math/Science

Content	Grades	Session	Estimated Time
Mathematics	3, 4, 5	1	35 – 50 Minutes
		2	35 – 50 Minutes
	6	1	35 – 45 Minutes
		2	45 – 60 Minutes
	7	1	20 – 25 Minutes
		2	60 – 80 Minutes
	8	1	15 – 20 Minutes
		2	65 – 85 Minutes
Science	5, 8	1	45 – 55 Minutes
		2	20 – 25 Minutes
		3	45 – 65 Minutes

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GRADE LEVEL ASSESSMENTS

Training #4: Who is Tested?

2015-2016

Missouri Department
of Elementary and Secondary Education

Who is Tested?

- Grade-Level and Content Tested
  - All Missouri students in grades 3-8
    - English Language Arts (ELA) & Math for 3 **through** 8
    - Science for 5 **and** 8

Who is Tested?

- Homebound students
- MoVIP students

Optional Populations

- Foreign Exchange Students
- Homeschooled Students
  - Check the Homeschool box

Who is Exempt from Testing?

- Students eligible for MAP-A
- ELL students who have been in the United States for less than 12 cumulative months may be exempt from ELA assessments
  - To indicate exemption from the ELA assessment, mark the student absent

Questions about Exemptions?

- Contact DESE's Accountability Data office at (573) 526-4886
- Keep track of each student's Grade-Level Assessments
  - In eDIRECT, go to Reports, then Status Reports

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GRADE-LEVEL ASSESSMENTS

Training #5: A Step-by-Step Process

2015-2016

Missouri Department of Elementary and Secondary Education

A Multi-step Process

- 1. Training Participants
- 2. eDIRECT/INSIGHT
- 3. Pre-Coding
- 4. Special Considerations
- 5. Accessing Tutorials & Online Tools Training (OTT)
- 6. Printing Test Tickets
- 7. Testing
- 8. Shipping
- 9. Student Reports

Step 1: Training Participants

- District Test Coordinator (DTC)
- School Test Coordinator (STC)
- Test Examiner (TE)
- Other district personnel involved in testing
  - View appropriate recorded trainings
  - Review the Test Coordinator's Manual
  - Review the Test Examiner's Manual(s)

Step 2: eDIRECT/INSIGHT

- eDIRECT Administration site:
  - https://mo.drcedirect.com
- Ensure that STCs, Examiners and DITCs have accounts
  - For help in setting up accounts visit eDIRECT > General Information > Documents > eDIRECT User Administration User Guide
- District IT staff should log in and download the latest version of the INSIGHT platform and run workstation readiness tests
  - Statewide readiness test (SRT) runs from 2/9 – 2/26

Step 3: Pre-Coding

- Populates students into eDIRECT
- Pre-code due dates:
  - 01/29/16
  - 3/11/16
  - 3/18/16
- Ensure students are enrolled with correct Test Examiner
- Students can be manually added

Step 4: Special Considerations

- Paper/Pencil, Braille or Large Print assessments must be marked prior to testing
  - Braille and Large Print need to be ordered by Feb. 5
  - Additional Braille/Large Print assessments can be ordered
  - Paper/Pencil must be downloaded by the DTC and printed prior to testing
- Other accommodations should also be entered prior to testing

Step 5: Accessing Tutorials & OTT

- Students should be given ample time to access the Tutorials and Online Tools Training (OTT)
- Become familiar with the way the system works
- Become familiar with the tools
- Can be accessed at any time through INSIGHT or eDIRECT

Step 6: Printing Test Tickets

- eDIRECT allows for batch printing of tickets
  - Printing of Test Tickets is not configured for standard label stock. In order to print on label stock, choose the student test tickets that you want to print and click “Export Student Details.” All of the data will then download into an Excel file. From there you can Mail Merge onto your choice of label stock.
- Distribute prior to testing
- Collect and securely destroy test tickets after testing

Step 7: Testing

- Once all preparations are made it's time to begin testing
- Refer to the timing guidelines for each grade-level & content
  - These are general timing estimates
  - Please note, Session 3 in ELA tests listening skills and requires students to have headphones or earbuds.
- Paper/Pencil, Large Print and Braille answers must be entered into INSIGHT prior to the close of the testing window

Step 8: Shipping

- Paper/Pencil, Large Print and Braille test books and materials must be shipped back to DRC
- Deadline 5/31/16

Step 9: Student Reports

- Reports will be available for ELA & Math no later than Sept. 1
  - 10 business days for Science
- DTCs can download student scores from the Reports tab
- Individual Student Reports (ISRs) are available to download and print at the district level
- District's can also have DRC print and ship their ISRs.
  - The cost and deadlines for this are yet to be determined.

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GRADE-LEVEL ASSESSMENTS

Training #6: Using eDIRECT

2015-2016

Missouri Department
of Elementary and Secondary Education

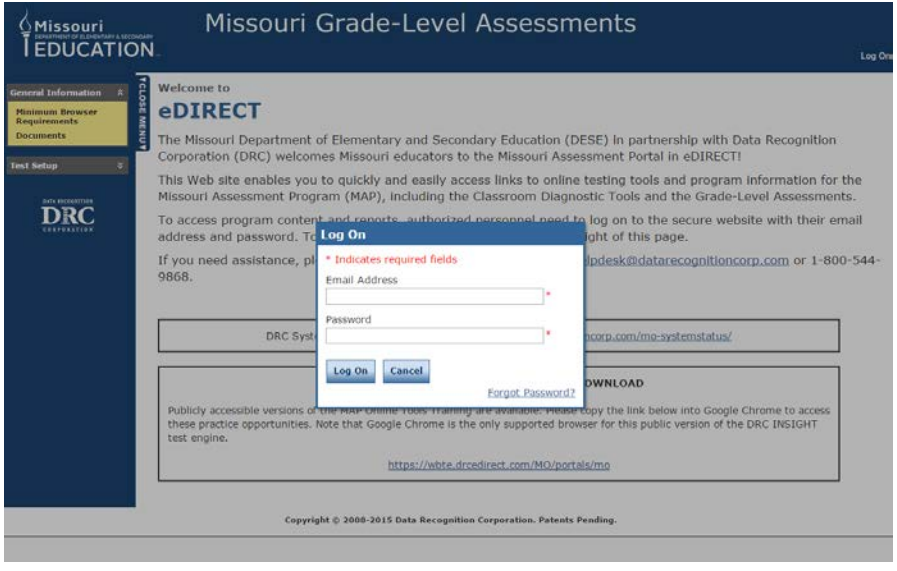
eDIRECT, INSIGHT & PRISM

- **eDIRECT** is the system used to manage and deliver the Grade-Level Online Assessments
- **INSIGHT** is the test-delivery application used by students to take their tests. It is a Java-based application that must be installed on each student workstation before testing begins

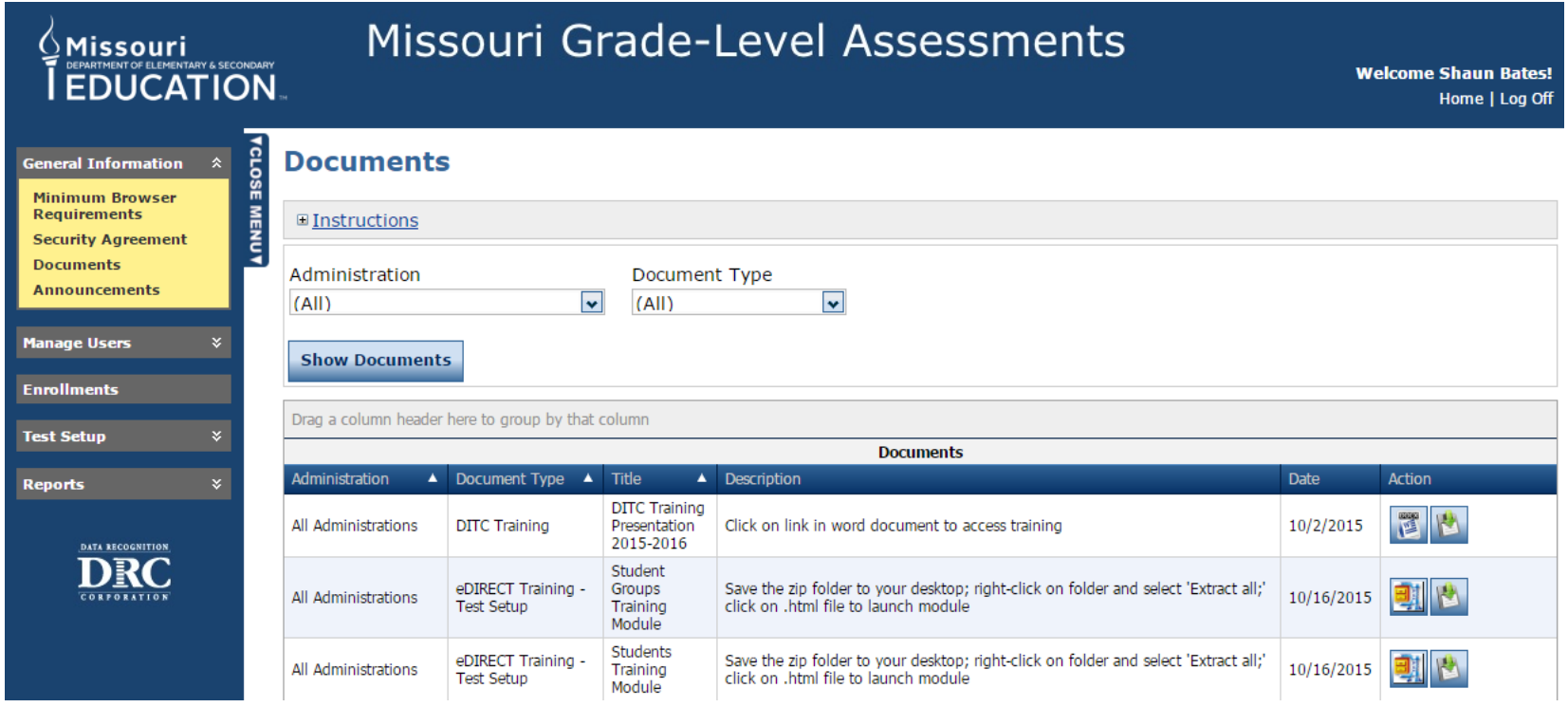
- **PRISM** is the system used to access, download and print the Individual Student Reports (ISR)

eDIRECT Administration Login

- eDIRECT can be accessed at:
  - https://mo.drcedirect.com
- If you do not have login credentials or cannot remember your username/password, please contact DRC's MAP Service Line at 800-544-9868

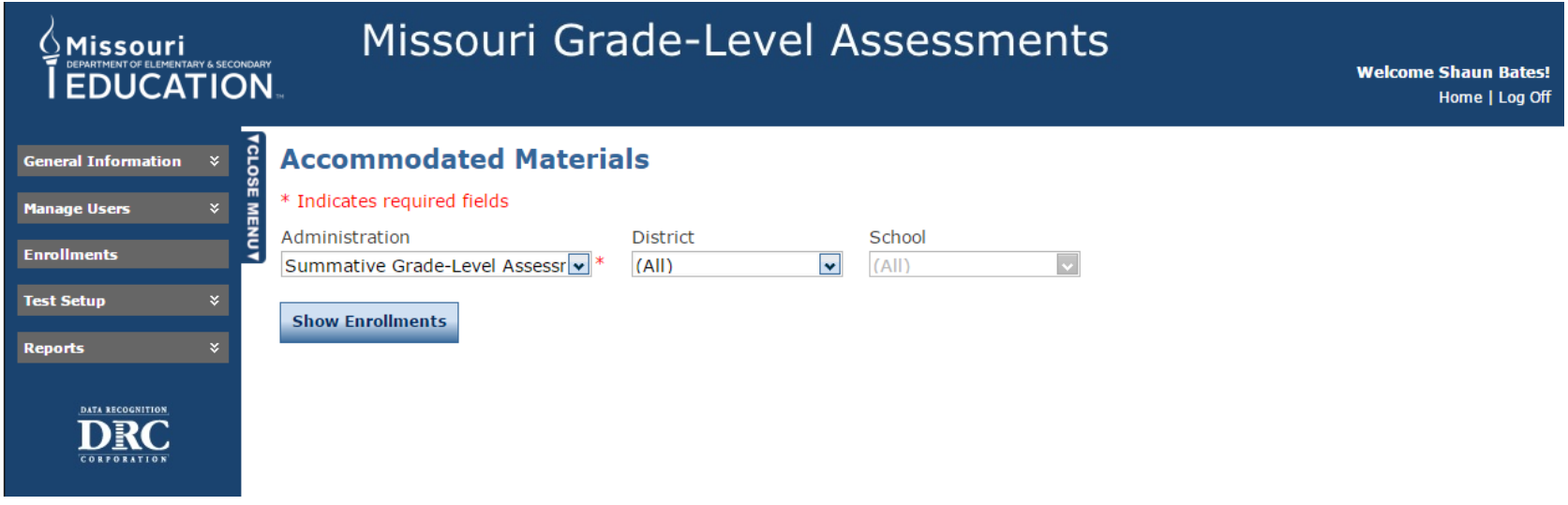


eDIRECT - General Information

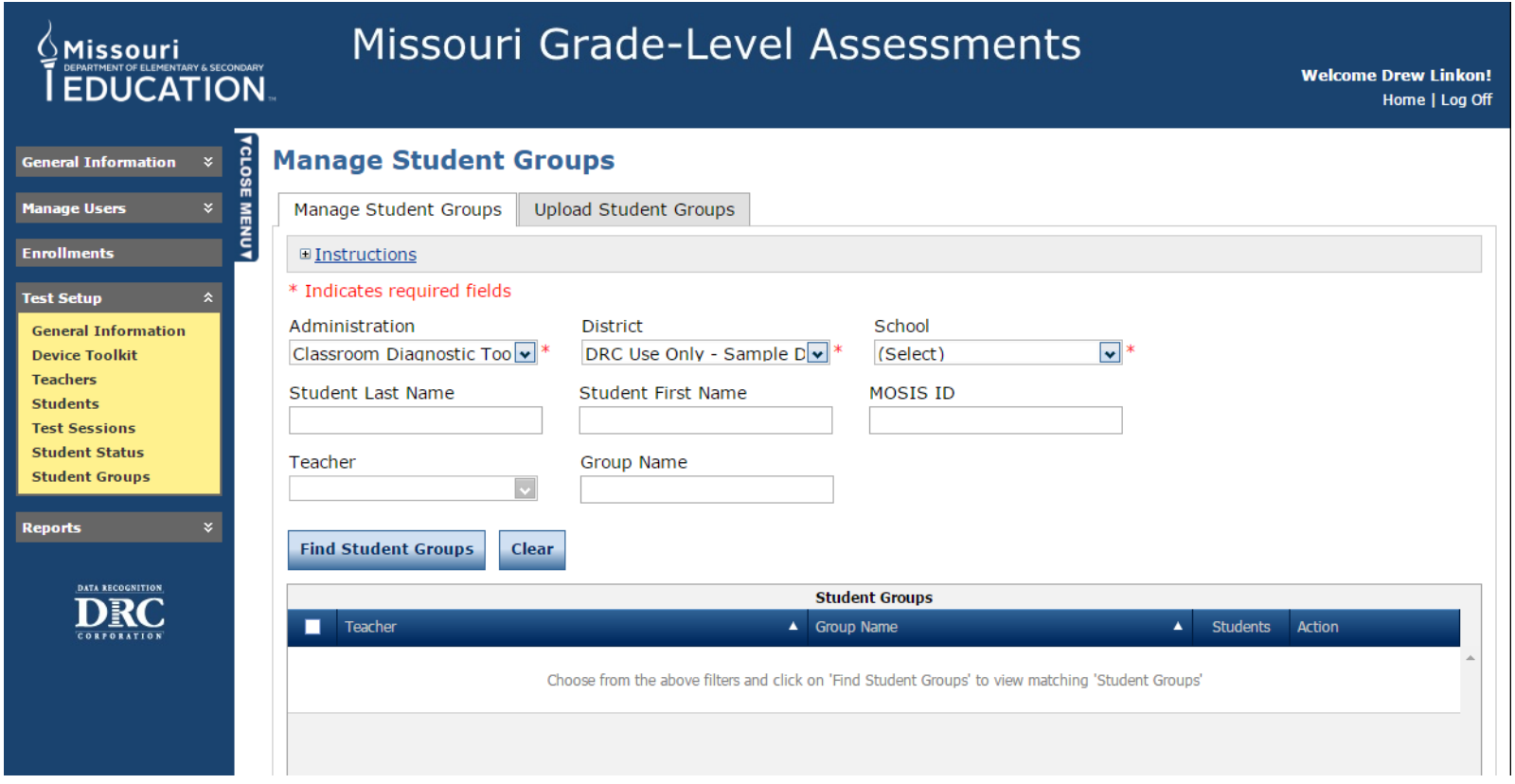


eDIRECT - Manage Users

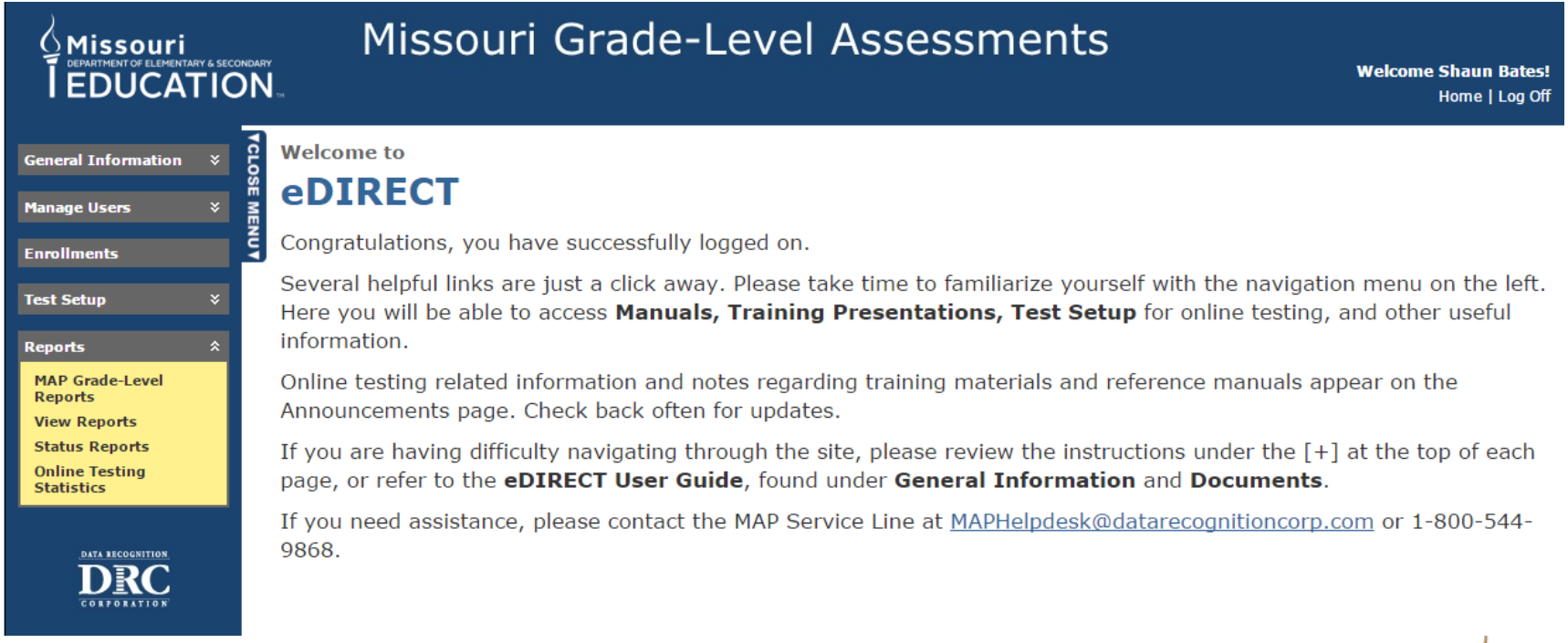
eDIRECT - Enrollments



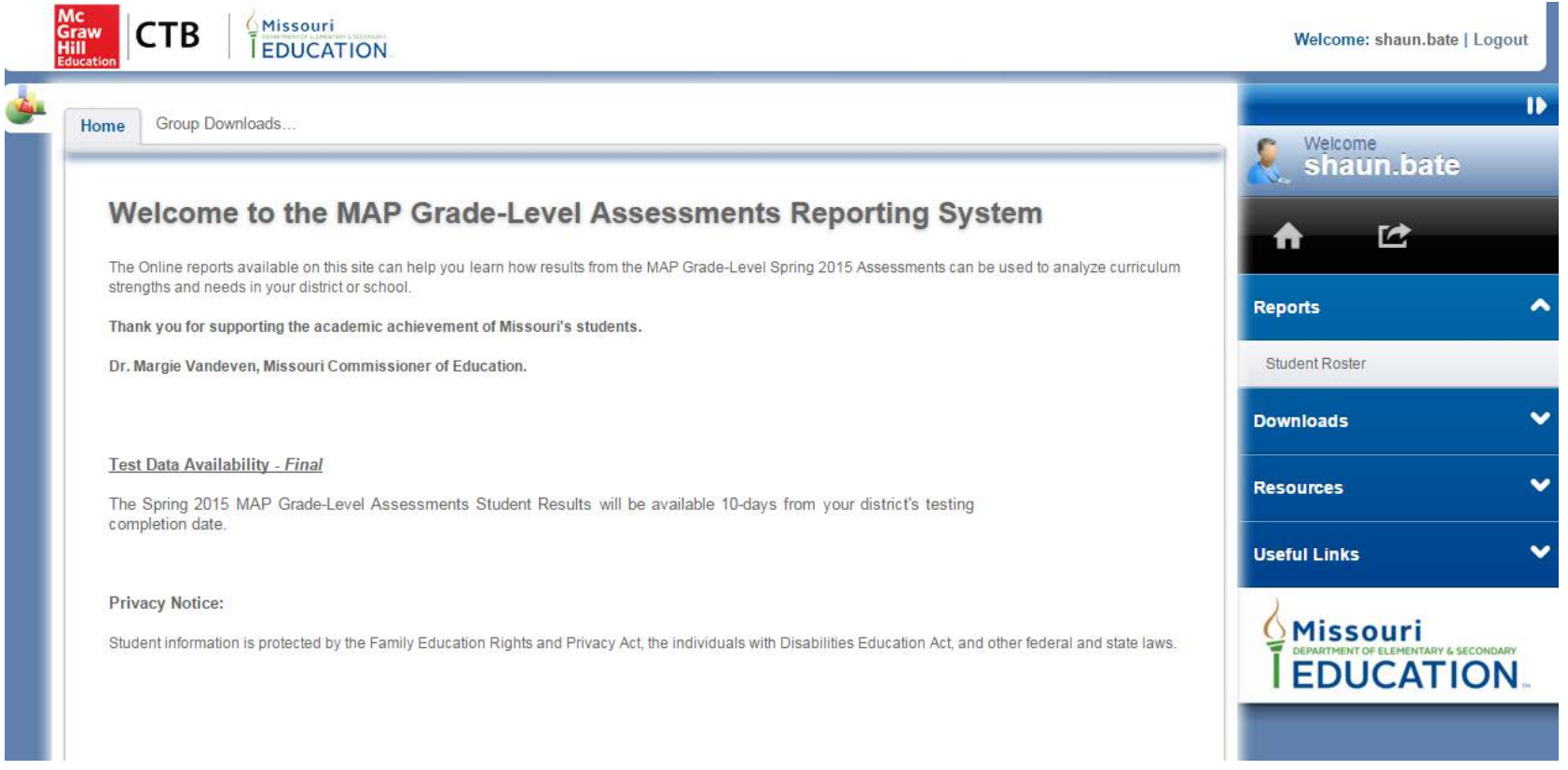
eDIRECT – Test Setup



eDIRECT - Reports



eDIRECT – Reports



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GRADE-LEVEL ASSESSMENTS

Training #7: Alternative Testing Formats

2015-2016

Missouri Department
of Elementary and Secondary Education

Large Print or Braille

- Available for students with designated IEPs
- Forms can be ordered online via eDIRECT, under Enrollments through Feb. 5, 2016
  - Additional Braille/Large Print materials can be ordered during the additional materials ordering window
- Accommodations codes (marked in eDIRECT, under Test Setup)
  - A012 for Braille
  - A021 for Large Print

Paper/Pencil Editions

- Paper/Pencil edition of the test is available for:
  - Students with an IEP that says the student should take the Paper Based Assessment
  - Students who are out-of-district
  - Homebound students who cannot come to school to test
  - For ELL Translation when the translator needs to translate prior to assessing the student due to technical language
- Use Accommodation code A102 for those with an IEP
- Use code S112 for other scenarios
  - There is a $15 charge for use of a paper/pencil test without an IEP

Downloading Paper/Pencil Editions

- DTC downloads and prints Paper/Pencil Editions
- Individual test for each student

Non-Accommodation Paper Based Assessment

- For students testing off-site in a non-district building, the student may use the Paper/Pencil Based Assessment
- For ELL students using the Translation tool (S109) or Read Aloud – Native Language (S111), where the translator needs access to the assessment prior to administration to conduct translation services, choose this tool for just ONE student in the group. That student should take the assessment online
- For students using Read Aloud – Human Reader (S043) where the examiner needs a paper copy to read from, choose this tool for just ONE student in the group. That student should take the assessment online

After Testing

- Must immediately be transcribed into INSIGHT
- Paper/Pencil assessments must be returned no later than 24 hours after the district testing window closes
- Use shipping materials from DRC

Returning Hard Copy Tests

- DTC is accountable for 100% of the returned shipment of each Paper/Pencil, Braille and Large Print test.
- Report all Braille, Large Print, and Paper/Pencil assessments on the new electronic Materials Accountability Form.

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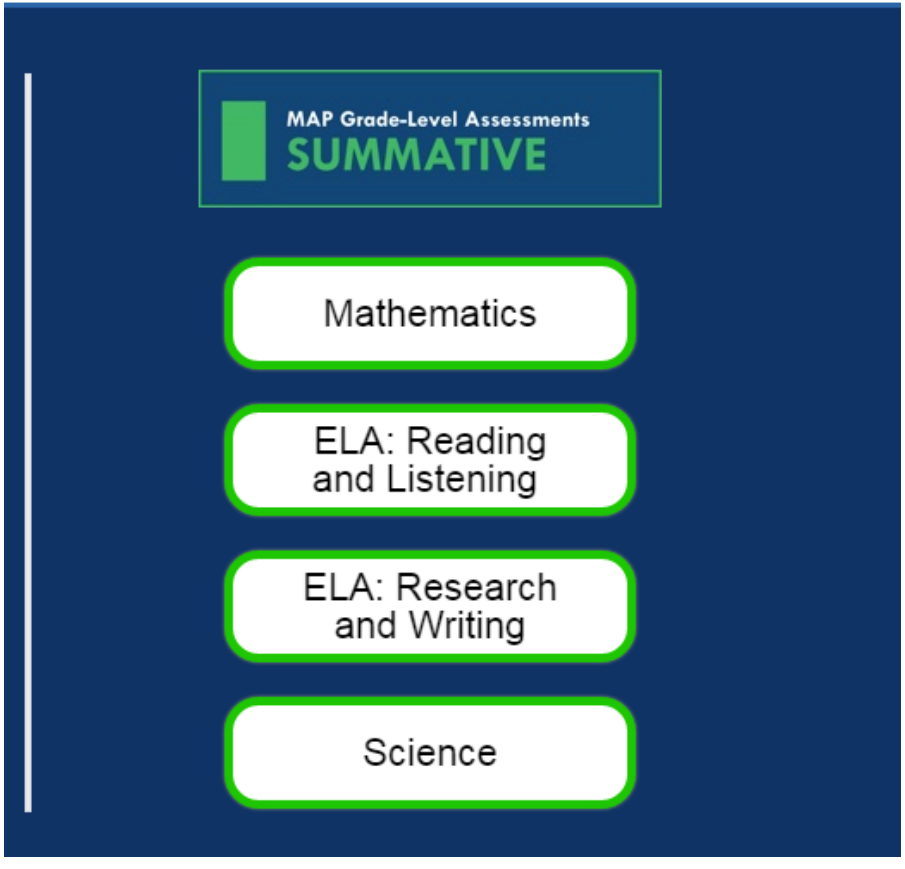
GRADE-LEVEL ASSESSMENTS

Training #8: Tutorials and Online Tools Training (OTT)

2015-2016

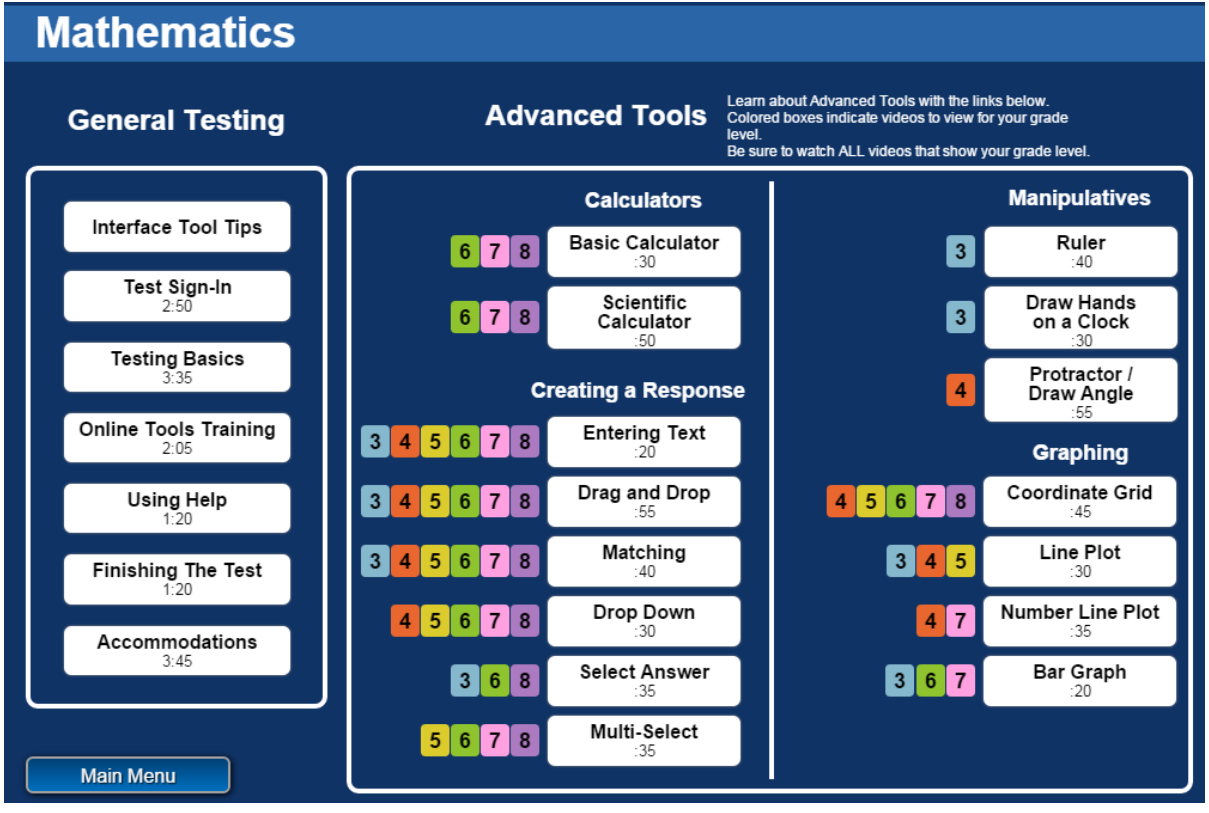
Missouri Department
of Elementary and Secondary Education

Tutorials



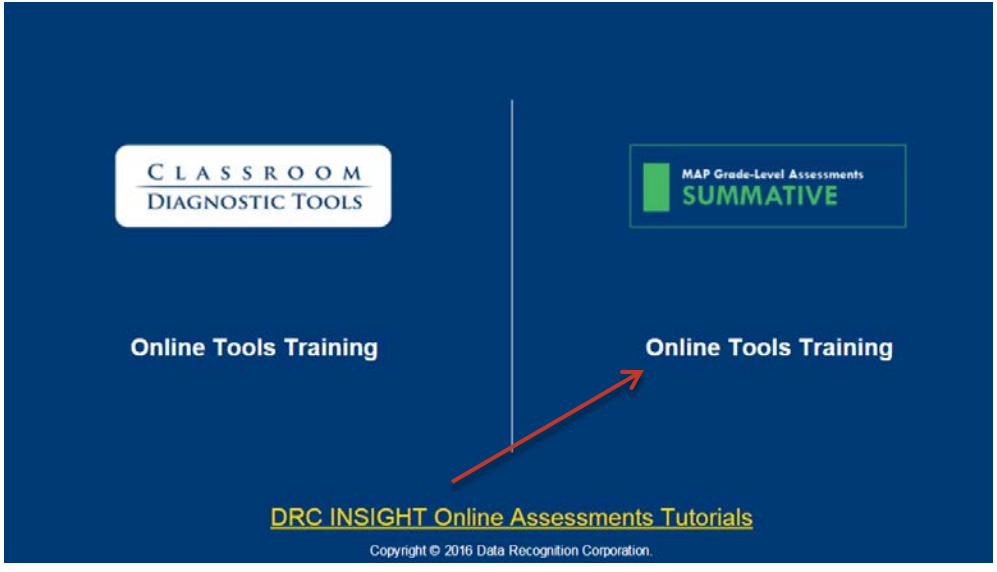
- Tutorials are available in eDIRECT and INSIGHT for students to view using the tools within the system
- Open year round

Tutorials



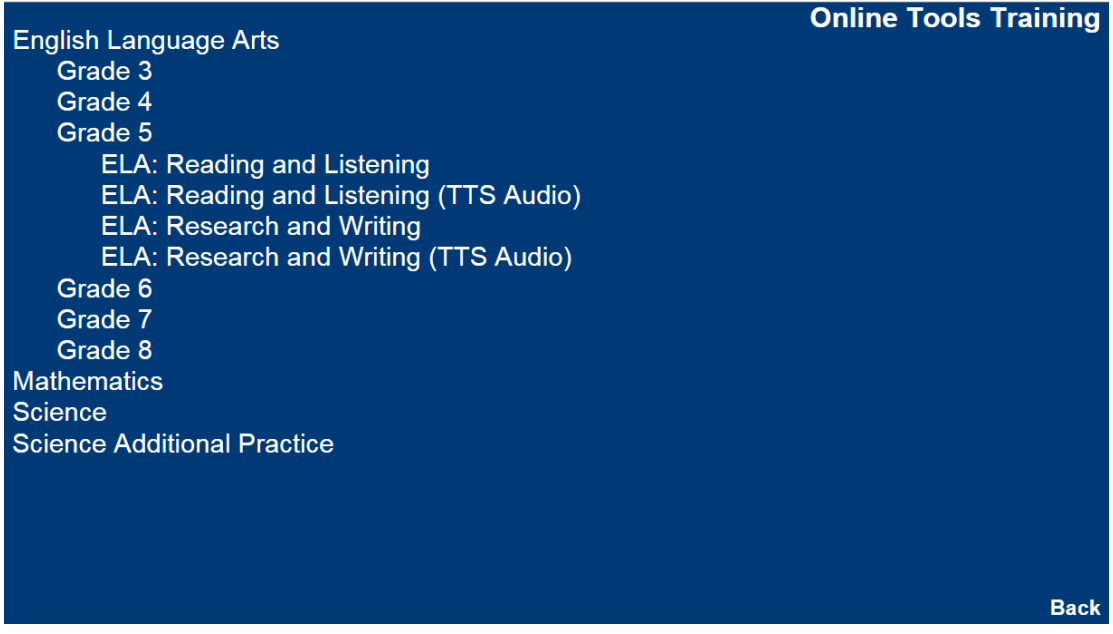
- Each content area shows the built in tools and at which grades they are available

Online Tools Training



- With Online Tools Training (OTTs) Students can:
  - become familiar with the online testing platform
  - experiment with the features available
- Not designed to demonstrate content
- Not scored

Online Tools Training



- OTT are available in ELA and Math in Grades 3-8, and Science in Grades 5 and 8.
- There are additional Science Practice Items in both Grades 5 and 8.

Online Tools Training

- We strongly suggest students access the OTT before taking the assessment.
  - Along with the DTCs, STCs, Teachers, and Test Examiners
- Can also be used as an instructional tool to learn how to use the software

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GRADE-LEVEL ASSESSMENTS

Training #9: Test Tickets

2015-2016

Missouri Department
of Elementary and Secondary Education

Test Tickets

2016 Summative – Grade-Level Assessments Test Ticket
G5 ELA – Session 1

School:	DRC Sample School
Student Name:	Jenson, Sarah
MOSIS ID:	1234567890
Test Session:	Smith,John ELA 5
Username:	SJenson1
Password:	WORD1234
Accommodation(s):	TTS

2016 Summative – Grade-Level Assessments Test Ticket
G5 Science – Session 1

School:	DRC Sample School
Student Name:	Jenson, Sarah
MOSIS ID:	1234567890
Test Session:	Smith,Kevin SCI 5
Username:	SJenson1
Password:	SAND1234
Accommodation(s):	

2016 Summative – Grade-Level Assessments Test Ticket
G5 Math – Session 1

School:	DRC Sample School
Student Name:	Jenson, Sarah
MOSIS ID:	1234567890
Test Session:	Smith,Sandra MA 5
Username:	SJenson1
Password:	CARP1234
Accommodation(s):	

- In order to test in INSIGHT, each student needs a test ticket with login credentials

Test Tickets – Student Information

- If a student is not listed:
  - STC or DTC creates a profile
  - Mark accomodations
  - Assign students to a test session
  - Login information will be generated
- Make sure the test tickets have the correct Student Name and Test Name
  - If issues arise, the Test Examiner should contact the STC or DTC who can contact the MAP Service Line at 800-544-9868

Test Tickets – Tools/Accommodations

Tool/Accommodation	Code	Ticket Abbreviation
Braille	A012	Braille
Large Print	A021	LargePrint
Non-Accommodation Paper Based Assessment	S112	SCPaper
Paper Based Assessment	A102	PaperBased
Sign Language	A052	A052
Translation	S109	S109
Read Aloud (Not Including ELA Reading Passages) – Text-To-Speech	S041	TTS
Read Aloud (GRADES 3-5 OR GRADES 6-8) (ELA Reading Passages) – Text-To-Speech	S041/A040 OR S041/A043	TTSPASSAGE
Read Aloud (Not Including ELA Reading Passages) – Human Reader	S043	S043
Read Aloud (GRADES 3-5) (ELA Reading Passages) – Human Reader	A041	A041
Read Aloud (GRADES 6-8) (ELA Reading Passages) – Human Reader	A045	A045
Read Aloud (Not Including ELA Reading Passages) – Assistive Technology	S042	S042
Read Aloud (GRADES 3-5) (ELA Reading Passages) – Assistive Technology	A042	A042
Read Aloud (GRADES 6-8) (ELA Reading Passages) – Assistive Technology	A044	A044
Read Aloud (Not Including ELA Reading Passages) – Native Language	S111	S111
Read Aloud (GRADES 3-5) (ELA Reading Passages) – Native Language	A111	A111
Read Aloud (GRADES 6-8) (ELA Reading Passages) – Native Language	A112	A112
Read Aloud (ELA Reading Passages) – Blind Students	A046	A046

Test Tickets - Printing

- May be printed on Plain Paper
  - Printing of Test Tickets is not configured for standard label stock. In order to print on label stock, choose the student test tickets that you want to print and click “Export Student Details.” All of the data will then download into an Excel file. From there you can Mail Merge onto your choice of label stock.
- In eDIRECT, click on Test Setup, Test Sessions
  - View a list of assigned students
  - Print tickets by school, test session, or student

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GRADE-LEVEL ASSESSMENTS

Training #10: Test Day Materials

2015-2016

Missouri Department
of Elementary and Secondary Education

Test Day Materials

- Required materials
- Permitted materials
  - Calculators
- Prohibited materials

Test Day: Required Materials

- Workstation with:
  - Internet access
  - Monitor
  - Mouse
  - Keyboard
- Tablet with Internet access
- Student Test Tickets, containing login information
- Writing utensil

Test Day: Permitted Materials

- Scratch Paper (Sticky Notes)
  - Electronic sticky notes are available in INSIGHT
    - Electronic notes DO NOT carry over from other test sessions within a content area
  - All students may have access to physical scratch paper to make notes
    - Physical scratch paper can be blank, ruled, graph or grid paper
    - It should be collected and destroyed IMMEDIATELY after the testing session

Test Day: Permitted Materials

- English Dictionary, Grammar Handbook, Thesaurus and Bilingual Dictionary
  - All students may have access to a physical English Dictionary, Grammar Handbook, Thesaurus and Bilingual Dictionary (ELL students) for use **ONLY** on the ELA Writing Prompt in grades 5 and 8
    - If they are electronic, they may not connect to the Internet
    - INSIGHT has an embedded English Dictionary
    - Grammar Handbook must be published, not made by the district, school or classroom
    - The Bilingual Dictionary for ELL students must be chosen as a tool in eDIRECT, under Student Accommodations, before testing

Test Day: Permitted Materials

- Calculator
  - All students may have access to a physical calculator, on items where calculator use is allowed in grades 6-8.
  - Memory must be cleared
  - For Math assessments only
  - INSIGHT has an embedded calculator
  - DESE does not provide, endorse, or recommend a list of brand or types
    - Follow your district's policy for calculators on district-administered tests
  - Cannot be connected to the Internet
  - Cannot use a calculator on a laptop, tablet, cell phone, etc.

Test Day: Prohibited Materials

- Any electronic devices that can connect to the Internet or to anyone inside or outside the classroom
  - Cell Phones
  - Electronic Music Players
  - Digital Cameras
  - Handheld Scanners
  - Portable Gaming Devices
- Cell Phones are not allowed
  - Collect and return

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GRADE-LEVEL ASSESSMENTS

Training #11: Possible Testing Issues

2015-2016

Missouri Department
of Elementary and Secondary Education

Moving Students: In, Out or Within the District

- If A Student Moves:
  - Keep documentation
  - See chart (at left), also in the Test Coordinator's Manual

Students Who Move Before or During the MAP Grade-Level Assessment Administration

If . . .	*then . . .*
a student needs to be moved into a different test session in the same school:	Edit the student's profile by moving the student to a new test session.*
a new student moves into the district:	Add the new student in eDIRECT. Then assign the student to the appropriate test session(s).* **NOTE:** If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.
a student moves out of the district prior to or during the district test administration window:	Remove the student from any test session in eDIRECT. Do **not** log into the test and do **not** mark any status code(s) for the student.*
a student moves from one building to another building within the same district:	The DTC should edit the student's information in eDIRECT before the student begins testing so that the student's scores report to the correct building. The DTC must move the student to a different test session in eDIRECT.*

*See the eDIRECT User Guide – Test Setup, available on the **Documents** page of eDIRECT, https://mo.drcedirect.com.

Please contact the DRC dedicated MAP Service Line at 1-800-544-9868 if there are any questions regarding moving a student within a school or district.

Absent Student / New To Country

- All students should take the entire Grade-Level Assessment
  - If a student is absent for any or all of the MAP Grade-Level Assessments and unable to test in the make-up sessions, then mark the student as absent in eDIRECT.
  - ELLs in-country less than one year and exempt from the ELA assessments are also treated as absences in eDIRECT.

Moving Students: Disruption or Illness

- Student may need to move during testing because of disruption or illness
  - Pause the test
  - Escort the student to a new location
  - Login the student to a new workstation with the same operating system on the same TSM server

Loss of Internet Connection

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused.
  - Student responses will not be lost
  - Students move to a different device connected to the same TSM
  - Students will need to log in again when they resume testing

Invalidation

- Tests are not invalidated because of:
  - Students behavior
  - Judgment of student effort
- Only Invalidated because of cheating
  - Only the DTC can invalidate a test
  - Must be done as soon as possible

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GRADE-LEVEL ASSESSMENTS

Training #12: After Testing

2015-2016

Missouri Department
of Elementary and Secondary Education

After Testing

- DTC responsibilities:
  - 100% return of all Paper/Pencil, Braille and Large Print
  - DRC will audit the returned shipments
  - Use the Materials Accountability Form
    - Which is available online in eDIRECT, beginning March 30
    - No longer a paper form
- Securely Destroy Immediately
  - Test Tickets
  - Scratch paper

After Testing

- Downloading results
  - Accessed via eDIRECT
    - Download, save and print the Individual Student Reports (ISRs) and rosters
    - ISRs for Science are available on the 10th business day after each district Science window closes
    - ISRs for ELA and Mathematics will be available no later than September 1, 2016
- Districts have 15 days to notify parents or guardians that ISRs are available

After Testing

- Guide to Interpreting Results is available on DESE's website
- The Guide to Interpreting Results contains information regarding:
  - Scale scores
  - Achievement level descriptors
    - Advanced, Proficient, Basic and Below Basic
  - Standard error of measurement
  - Sample Individual Student Reports (ISR)
  - Examples of student labels/permanent record stickers

After Testing

- Data from assessments also on the DESE website
- Access your district's reports in the Missouri Comprehensive Data System (MCDS) Portal
- Contact DESE's Office of Accountability Data regarding:
  - Score results
  - Reports
  - Appeals

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